

HABILITATION, VENDOR SUPPORTED DEVELOPMENTAL HOME (CHILD AND ADULT)

Service Description

HP16-00

Services provide a variety of interventions designed to maximize the functioning of persons with developmental disabilities. Services may include, but are not limited to: habilitative therapies, special developmental skills, behavior intervention and sensorimotor development.

This service provides for the recruitment of family homes; home studies; training, monitoring, support, and oversight of family home providers; and recommendation of licensing/re-licensing and/or certification of child and adult developmental homes.

Service Requirements and Limitations

1. This service shall be provided to a Division member who resides in a licensed developmental home (child or adult) that is operated by a subcontractor to the Qualified Vendor.
 - 1.1 A Qualified Vendor shall not act as a licensed Developmental Home provider.
 - 1.2 A Qualified Vendor may not delegate, assign, or subcontract the services recruitment of family homes; home studies; training, monitoring, support, and oversight of family home providers; and recommendation of licensing/re-licensing and/or certification of child and adult developmental homes unless the Division has provided its written consent to such delegation, assignment, or subcontract.
 - 1.3 The Qualified Vendor may not enter into agreements with Related Parties for the provision of Developmental Home services. "Related Parties" shall mean the Qualified Vendor's family members (as defined in Division Policy 601.1) or entities controlled by the Qualified Vendor's family members or under common control with the Qualified Vendor.
 - 1.4 The Qualified Vendor may not enter into an agreement for Developmental Home services if the Developmental Home provider is also the guardian of a member residing in the Developmental Home.
 - 1.5 This relationship shall be documented in accordance with Division requirements (see the *Qualified Vendor Supported Developmental Home Third Party Agreement* in Section 9, Attachment F, of the Qualified Vendor Agreement).
2. This service shall not be provided when the member is hospitalized.
3. The Qualified Vendor shall ensure that the member who is authorized for this service receives services three hundred and sixty-five (365) days per year, including those times when the family home providers are being relieved by the Qualified Vendor.

4. The Qualified Vendor is not relieved of its obligation to continue to serve a member if the needs of that member change and a reasonable accommodation can be made by the Qualified Vendor (e.g., staff training).
 - 4.1 When the member's needs change, the Qualified Vendor shall send written notice by email or facsimile to the member's Support Coordinator promptly [within one (1) business day] of the occurrence of any change. The Qualified Vendor shall initiate a cooperative planning process with the planning team [e.g., Individual Support Plan ("ISP") team] to update and revise the member's planning document (e.g., ISP). The Division's Health Care Services staff will be involved when the change in needs is medical in nature.
5. This service is authorized for the day. A day begins at 12:00 a.m. (midnight) and ends at 11:59 p.m. on the same calendar day.
6. Professional staff of the Qualified Vendor shall be able to demonstrate successful experience of the performance of their duties: Licensing, re-licensing, license termination, monitoring, and administration of developmental homes or foster homes.
7. The Qualified Vendor shall ensure that professional staff is properly trained to perform the duties of licensing, re-licensing, license termination, monitoring, and administering of developmental homes or foster homes.
8. The Qualified Vendor providing this service shall have applied for and been awarded the service of Room and Board, Vendor Supported Developmental Home (Child and Adult), and shall at all relevant times be providing the service of Room and Board, Vendor Supported Developmental Home.
9. The Qualified Vendor shall ensure that its developmental homes are licensed pursuant to Arizona law and rules. Professional staff of the Qualified Vendor shall be familiar with these rules and laws.
10. Transportation of the member to school, day programs, and employment services shall be the responsibility of the residential habilitation provider. Other reasonable transportation within the community for the member is also the responsibility of the residential habilitation provider, including fees associated with the transportation.
11. The Qualified Vendor shall comply with Article 10, Child Developmental Foster Home License, and Article 11, Adult Developmental Home License, of the Arizona Administrative Code ("A.A.C.").

Service Goals and Objectives

Service Goals

In a family home setting, to:

1. Provide a broad array of support services to promote the physical, emotional, and mental well-being of the member.
2. Enable the member to acquire knowledge and skills and be a member of his/her community based on his/her own choices.
3. Provide training and supervision for the member to increase or maintain his/her self-help, socialization, and adaptive skills to reside and participate successfully in his/her own community.
4. Develop positive relationships for the member.
5. Provide opportunities for the member to interact socially with the host family, their own family, friends, and the community, including providing information regarding and facilitating access to community resources.
6. To assist the member in achieving and maintaining a quality of life that promotes the member's vision for the future and priorities.
7. To provide licensed/certified adult and/or child developmental homes and administrative supervision/oversight and monitoring to each family home.

Service Objectives

The Qualified Vendor shall ensure that the following objectives are met:

1. In accordance with the member's planning document, develop:
 - 1.1 Habilitation-related outcomes for the member based on assessment data and input from the member and the member's representative(s) who will allow the member to achieve his/her long-term vision for the future and priorities.
 - 1.2 A specific teaching strategy for each habilitative outcome within twenty (20) business days after initiating the service for a new placement and within ten (10) business days for a continuing placement and whenever a new outcome is identified for the member. The specific teaching strategy for each outcome shall identify the schedule for implementation, frequency of services, data collection methods, and the steps to be followed to teach the new skill.
 - 1.3 Changes to specific outcome(s) and/or strategies, as agreed upon by the member's planning team, based on the presence or absence of measurable progress by the member.

2. As identified in the member's planning document, provide a broad array of support services such as:
 - 2.1 Assistance and training related to personal and physical needs and routine daily living skills;
 - 2.2 Implementing strategies to address behavioral concerns about the member, developing behavior intervention programs, and coordinating with behavioral health programs to ensure proper review of medication treatment plans;
 - 2.3 Ensuring that the health needs of the member are being met, including providing follow-up as requested by the member's Primary Care Provider ("PCP") or medical specialist;
 - 2.4 Implementing all therapeutic recommendations for the member including speech, occupational, and physical therapy and assisting members in following special diets, exercise routines, or other therapeutic programs;
 - 2.5 Mobility training, alternative, or adaptive communication training, as needed;
 - 2.6 Providing appropriate supervision to meet the member's individualized needs; and
 - 2.7 Opportunities for training and/or practice for the member in basic life skills such as shopping, banking, money management, access and use of community resources, and community survival skills.
3. Develop, maintain, or enhance independent functioning skills for the member in sensorimotor areas, cognition, personal grooming, hygiene, dressing, eating, toileting, self-medication and first aid, recognizing symptoms of illness, and preventing accidents and illnesses.
4. Assist the member in developing methods of starting and maintaining friendships of his/her choice, as well as appropriate assertiveness, social skills, and problem solving abilities for use in daily interactions.
5. Provide opportunities for the member(s) to participate in community activities and facilitate their utilization of community resources.
6. Arrange and plan for transportation to support the member in all daily living activities, e.g., day treatment and training, employment situation, medical appointments, visits with family and friends, and other community activities. Promote, as appropriate, the member's acquisition of skills necessary to access community transportation resources.
7. Play an active role in ensuring that services with other involved entities, including day treatment and training providers, health care providers, and schools, are coordinated to meet the needs of the member(s) served.

8. Establish, support, and maintain licensed/certified developmental homes to meet the needs of individuals with developmental disabilities.
9. Assist the member's planning team in assessing the referred member for appropriate match with the licensed developmental home and participate as a team member in the development of the planning document.
10. Provide monthly consultation and supports to the developmental home provider to support the needs of the individual placement; this may include but not be limited to respite relief, programmatic support, and monthly developmental home provider support groups. Work cooperatively with all entities for continuity of services for the member. All direct service providers must meet Arizona Health Care Cost Containment System ("AHCCCS") registration/Department certification requirements.
11. Develop and implement strategies for recruitment, training, home studies, recommendation for licensing or certification, re-licensing or re-certification of homes and methods for monitoring and retention of homes that protect the physical, emotional, and mental well-being of the member.
12. Provide or arrange for training to developmental home providers as approved by the Division. The training curriculum shall meet the standards required by the Department for foster care licensure. Training shall include the approved child welfare curriculum and Division-approved training specific to meeting the developmental and programmatic needs of children in foster care. The child welfare training must be delivered by an individual certified by the Department to provide this training.
13. Monitor developmental homes for compliance with all applicable requirements.

Service Utilization Information

1. The Qualified Vendor shall monitor each developmental home for compliance with all licensing and other legal requirements.
2. The Qualified Vendor shall assess the need for support to each developmental home based on the collective needs of the members living in the home.
 - 2.1 The Qualified Vendor shall provide the support services necessary to maintain the continuity of the living arrangement.
3. The Qualified Vendor shall notify the member's Support Coordinator of any and all hospitalizations within twenty-four (24) hours of admission, including admission to a behavioral health facility.

Rate Basis

1. Published. The published rate is based on one (1) day of direct service.
2. Throughout the term of the contract, the appropriate billing codes, billing units, and associated billing rules are subject to change. All billing codes and billing units, and associated billing rules will be included in the Division's Policies and Procedures Manual, Billing Manual, *RateBook*, and/or other provider resources made available by the Division.

Direct Service Staff Qualifications

In addition to meeting the requirements of licensure, all direct service staff must meet all of the staff qualifications, training, and responsibilities specified in A.A.C. R6-6-1001 and R6-6-1005 for child developmental homes and R6-6-1101 and R6-6-1105 for adult developmental homes.

Recordkeeping and Reporting Requirements

1. The Qualified Vendor shall maintain a copy of the member's planning document on file, including the Risk Assessment; ensure that the licensed developmental home has a copy on file; and make the document available to the member/ member's representative and/or Division upon request.
2. The Qualified Vendor shall submit the teaching strategies that were developed for the member's habilitative outcomes to the member's Support Coordinator for planning team review no later than twenty (20) business days following the initiation of service for a new placement and no later than ten (10) business days for a continuing placement and whenever a new outcome has been identified for the member.
3. The Qualified Vendor shall ensure that its subcontracted developmental home providers submit quarterly individualized progress reports on each member to the member's Support Coordinator and the member/member's representative. The quarter is based on the member's annual planning cycle. The first quarterly progress report is due no later than the fifteenth (15th) day following the end of the quarter in which the service is initiated. Subsequent quarterly progress reports are due no later than the fifteenth (15th) day following the end of the quarter.
 - 3.1 At a minimum, the report shall include a written summary describing specific service activities, overall progress specific to planning document outcomes, performance data that identifies the member's progress toward achievement of the established outcomes, and current and potential barriers to achieving outcomes.
4. The Qualified Vendor shall maintain a summary of accomplishments in the annual member's planning document.
5. The Qualified Vendor shall provide results of all health care appointments and results to the member's representative monthly.

6. The Qualified Vendor shall ensure that a log of personal belongings of the member served is maintained and continually updated, and available to the Division, the member, and the member's representative upon request.
7. The Qualified Vendor shall submit to the member's representative a monthly accounting of expenditures per the member's individual spending plan.
8. The Qualified Vendor shall maintain a ledger and documentation (e.g., receipts) that accounts for the expenditures of all member funds used and submit a monthly accounting of expenditures to the member's representative payee.
9. The Qualified Vendor shall submit to the Division no later than the last day of the month a monthly census of all members funded under the developmental home license, including the members' names, Division identification number (i.e., "ASSISTS"), and any non-Division placements living in the home. The census will identify the Developmental Home Provider's name, address, and telephone number.
10. The Qualified Vendor shall notify the member's Support Coordinator within forty-eight (48) hours of a member moving to another location.
11. The Qualified Vendor shall maintain recruitment data and files of home studies and ongoing documentation of all activities for each licensed developmental home.
12. The Qualified Vendor shall prepare and maintain an annual report of strategies for support and retention of Developmental Home Providers that promote stability and longevity of placement in accordance with the member's vision of the future identified in the member's planning document.
13. The Qualified Vendor shall immediately notify the Division if a developmental home license is denied, suspended, or revoked.
14. The Qualified Vendor shall maintain copies of all home inspections and monitoring reports and make them available to the Division upon request.
15. The Qualified Vendor shall submit to the Division's District Quality Assurance the tools used to monitor the developmental homes, the results of any monitoring, and any corrective actions that were requested and implemented.
16. The Qualified Vendor shall maintain records that identify all family home provider subcontractors who have ended their relationship with the Qualified Vendor and whether there were outstanding corrective actions in place or any other ongoing care concern related to the subcontractor.
17. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.